

Attendant Driver – Children With Disabilities Grade 5

Our Vision

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy

Our Outcomes

Everyone in Staffordshire will:

- Have access to more good jobs and share the benefit of economic growth
- Be healthier and more independent for longer
- Feel safer, happier and more supported in their community

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

About the Service

Directorate Purpose and Values

Staffordshire County Council is one of the largest local authorities in the UK with an ambitious vision for Staffordshire and its people. Achievement of that vision will be underpinned by the support of the county council's Economy, Infrastructure and Skills directorate (EIS). The vision for EIS is to help Staffordshire's economy grow, so that everyone has the opportunity of a good

job and good prospects in a beautiful, safe, accessible, vibrant, cultural, prosperous, business friendly and sustainable county.

Vision Statement for Families First

'To work with partners and families in Staffordshire to enable vulnerable children and young people to be safe and secure; to promote physical and emotional well-being and to help them achieve their full potential within their communities'.

This shared vision has been developed by a range of people involved in and committed to high quality, strong and effective children and families' services in Staffordshire. It incorporates views and ideas from managers, front-line practitioners and service users who will be the key contributors to making the vision a reality.

Purpose and values of working with children and families

Families First works closely with partner organisations and our approach is built on the firm foundations of an integrated 'team around the family'. We facilitate local support and evidence-based intervention for children and families to prevent needs escalating to a level requiring statutory specialist services. Where specialist services are needed, we ensure that timely and effective decisions are made to secure the best outcomes for a child's future.

Our staff and services are based in localities to provide easy access to families and we work with schools and academies, with Police, health services and a range of other partners through our Local Support Teams to prevent children, young people and families requiring more intensive support.

Our Core Purpose – What we do to help vulnerable children and young people in Staffordshire:

- Ensure resources are used in the most effective and efficient way to achieve sustained improvements to the lives of children, young people and families.

We will share information with commissioners and partners to develop effective and efficient services

We'll know we have succeeded when we can provide evidence that we are achieving our core purpose within the resources available.

- Work with children, young people and families that are at risk of their needs escalating to a level that requires statutory intervention.

We will invest in services to prevent needs escalating and will recognise that children's needs are best met within their own family and community, where this is safe to do so.

We'll know we have succeeded when an increased proportion of children, young people and families report improved outcomes.

- Involve and engage children, young people and families in aspects of the services that we develop and deliver.

Families First is committed to involving and engaging children and young people, and we will ensure that our services continue to be fully responsive, that practice is focused on children and young people's needs and that their views are built into the design and delivery of services from the outset.

We'll know we have succeeded when children, young people and their families tell us they are satisfied with our services; that they feel involved and we can provide evidence of where we have acted on service user feedback.

- Share responsibility with partners to achieve positive outcomes for children and young people.

Working with our partners we will deliver services to children and young people to achieve positive outcomes that respond to and meet individual and locality needs.

We'll know we have succeeded when we have evidence to show that shared outcomes have been achieved.

Looked After Children's Service

The Service's function is to ensure that all Staffordshire's Looked After Children and Care Leavers achieve their full potential. The Service works in partnership with children, families and other professionals to promote resilience and improved outcomes for children by providing and supporting non-stigmatising, stable placements and after care arrangements.

Disability Resources

The Service's function is to provide a range of flexible short breaks to meet the needs of disabled children and their carers.

Short breaks take place during the day, evening, overnights, or weekends, and activities and can take place in the Resource Centre, Family Link, home or community setting.

Disability Resources work closely with disabled children, their parents and carers and a range of other professionals, including Independent Futures, to facilitate short break packages to provide a range of positive opportunities for disabled children and give parents and carers a break from their caring responsibilities

Reporting Relationships

Responsible to: Children's Service Manager

Responsible for: N/A

Key Accountabilities:

- To have direct responsibility for young people when on transport, or shared responsibility if accompanied by a Coach Guide, in accordance with the practices and procedure of the Local Authority for children & young people while transporting them to educational establishments and activities or home.

- Duties will include those associated with collecting and returning children & young people to their homes/schools, acting as first point of contact between young people, their families/schools and the Resource Centre.
- Working alongside Care Staff adhering to individual risk assessments when transporting the young people on activities.
- Driving of vehicles, including ambulances, and minibuses, will be required, completing all vehicle daily checks, logbooks and defect books. Any required routine maintenance (for example monthly tyre checks) and cleaning inside and out.
- Any other duties commensurate with the level of the post, although suitable adjustments will be made in line with the Disability Discrimination Act.

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

Financial Management

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service

People Management

Engaging with People Management policies and processes

Equalities

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

Delivering energy conservation practices in line with the County Council's corporate climate change strategy.

Health and Safety

Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the County Council Health & Safety policy.

Safeguarding

Commitment to safeguarding and promoting the welfare of vulnerable groups.




The content of this Job Description and Person Specification will be reviewed on a regular basis.

Person Specification

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	Qualifications/Professional membership <ul style="list-style-type: none"> GCSE or equivalent English and Maths Previous experience of Attendant Driver duties and client group desirable 	A
	Knowledge and Experience <ul style="list-style-type: none"> Minimum 3 years full clean driving license held Minimum age 21 years Ability to work unsupervised and on own initiative Understanding of reasons children become Looked After Understanding of Child Protection issues Work with children with learning disabilities Good communication skills, verbal and written Good knowledge of Highway Code Ability to be fully conversant with and observe the guidance and procedures laid down in the Transport Manual 	A/I
	Skills <ul style="list-style-type: none"> To meet the care needs of children receiving short breaks provisions. To work with diverse people in the community To work as a member of a team To plan, organize & use own initiative To benefit from supervision To work within legal constraints and Departmental Policies and Procedures To be IT literate To be able to co-ordinate transport needs To complete all required paperwork 	A/I/T
	Other <ul style="list-style-type: none"> Flexible approach and attitude Courteous, polite and approachable at all times 	I

	<ul style="list-style-type: none"> • Prepared to undertake ongoing internal training and assessment • Ability to move & handle service users, some in wheelchairs in accordance with departmental policies & procedures • To be physically able to restrain after training • Willing to complete County Councils Minibus Driving Assessment Scheme 	
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If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job center plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting **Shared Services on 01905 947446**